

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS12412193**
POSITION NO: 240925
POSITION TITLE: _____

DATE POSTED: 07/05/16
CLOSING DATE: 07/18/16

Records Clerk

DEPARTMENT NAME / WORKSITE: DGS/Workers' Compensation Program / Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB56A</u>	
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>20,300.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>9.76</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Maintains an electronic and/or hard copy filing system by setting up files, filing documents, purging and updating; enters data into appropriate information system; makes folders for appropriate subject; types routine correspondence, reports, label and forms; makes photocopies; assists in reserching, retrieving and releasing documents requested; prepares required reports. Answers telephone and routes calls, takes messages; greets and refers visitors to appropriate staff; responds to routine inquiries that requires judgement in determining the type of information that may be released; may handle routine office operations such as timesheets, payroll, offices supplies inventory, financial forms, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years clerical experience; including electronic filing systems.

Special Requirements:

- A favorable background investigation.(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Skills in maintaining a records filing systems and establishing an effective working environment pertaining to storage and retrieval of records. Preference for incumbent to be able to do heavy lifting of boxes of files weighing more than 10 pounds.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.